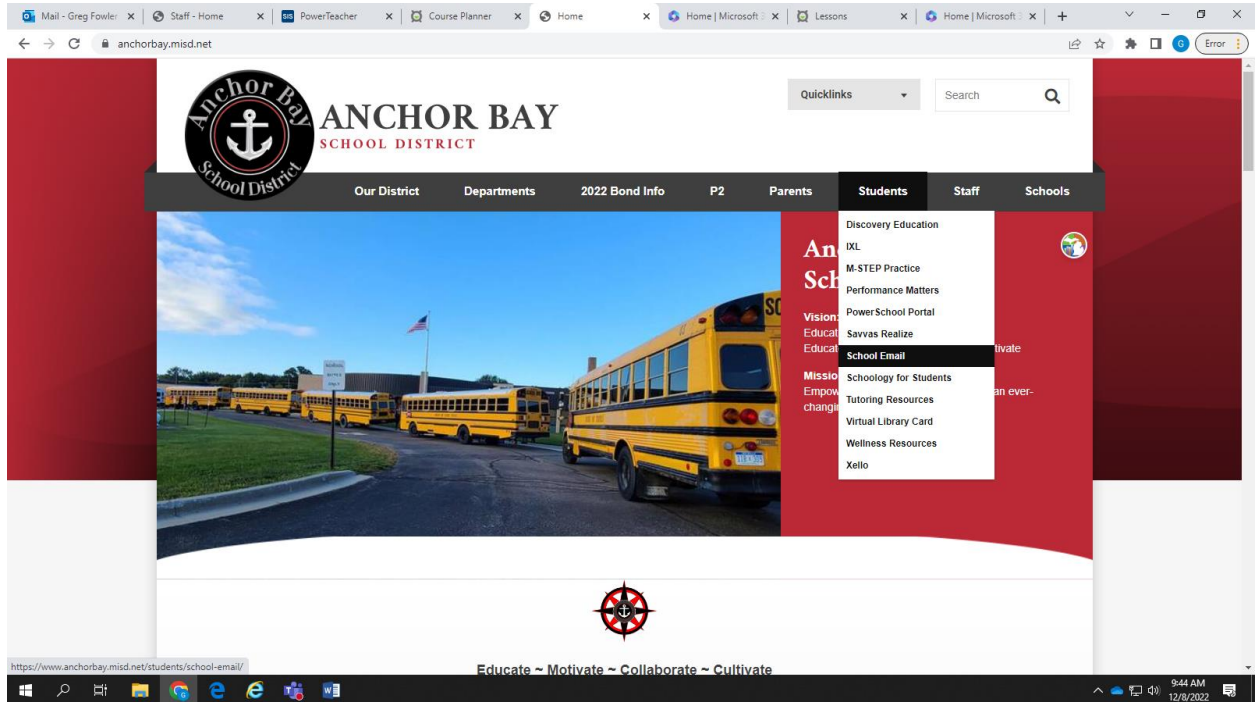Student Instructions for entering course on Xello and EDP Completion

1. Go to anchorbay.misd.net and then click on the "Students" Tab. Log into their school email account.


Sign in info

Username: First six letters of last name, first letter of first name, last four digits of student number @absstudents.abs.misd.net (QuigleR3221@absstudents.abs.misd.net)

Default Password **(if not already changed)**: Birth date (EX. 09132008) First letter of first name and last name with !
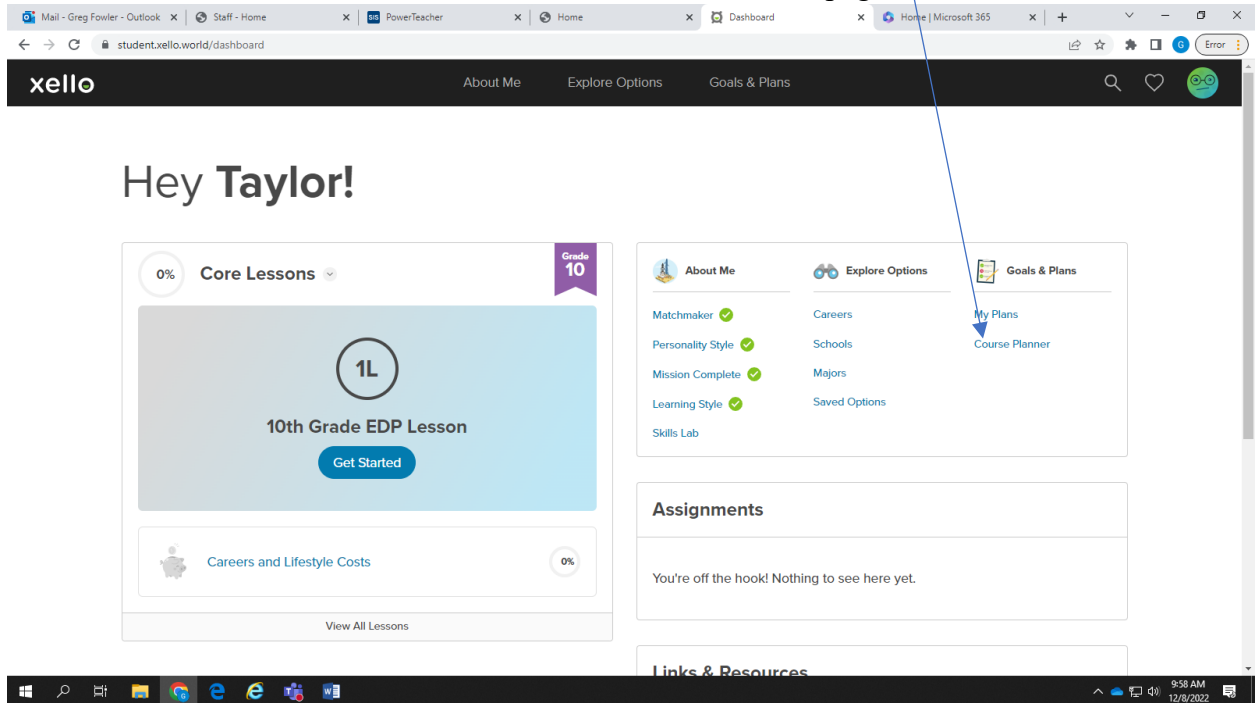example 09132008RQ!

If students do not know their student ID number, they can ask their teacher or counselor.
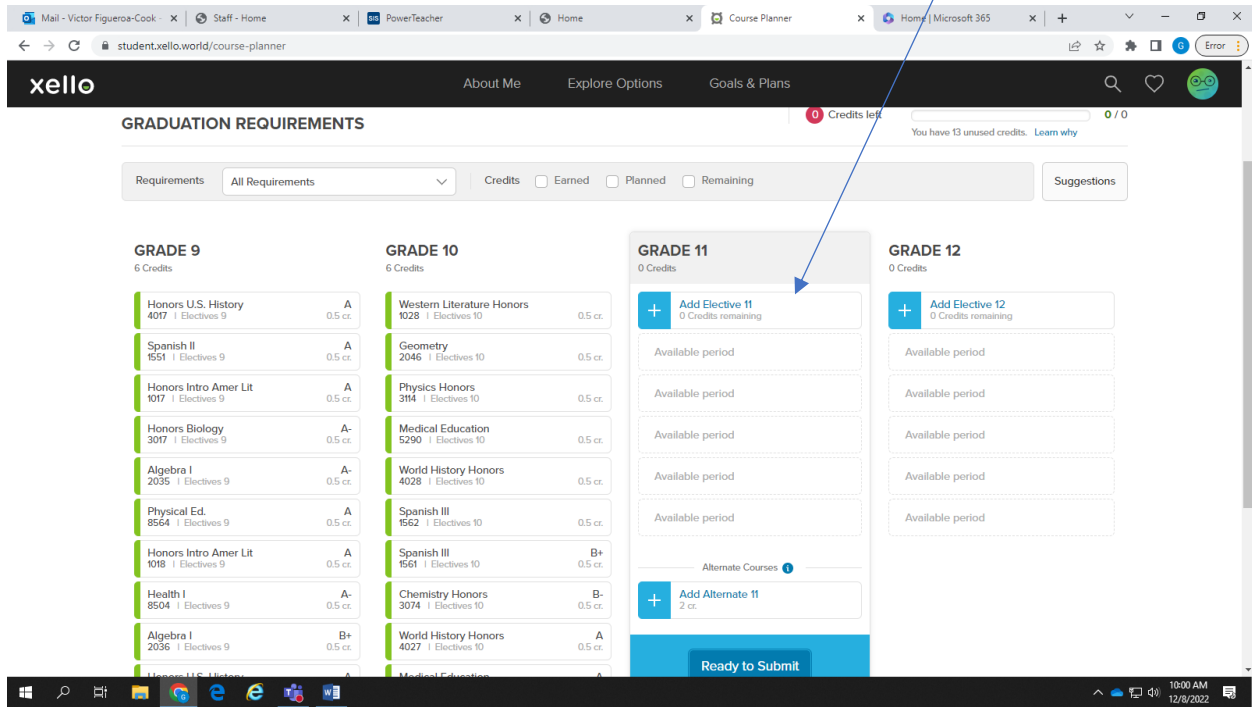
Go to next page.

2. Once they have logged into their email, have them go to anchorbay.misd.net and go to the "Students Tab" and click on Xello:
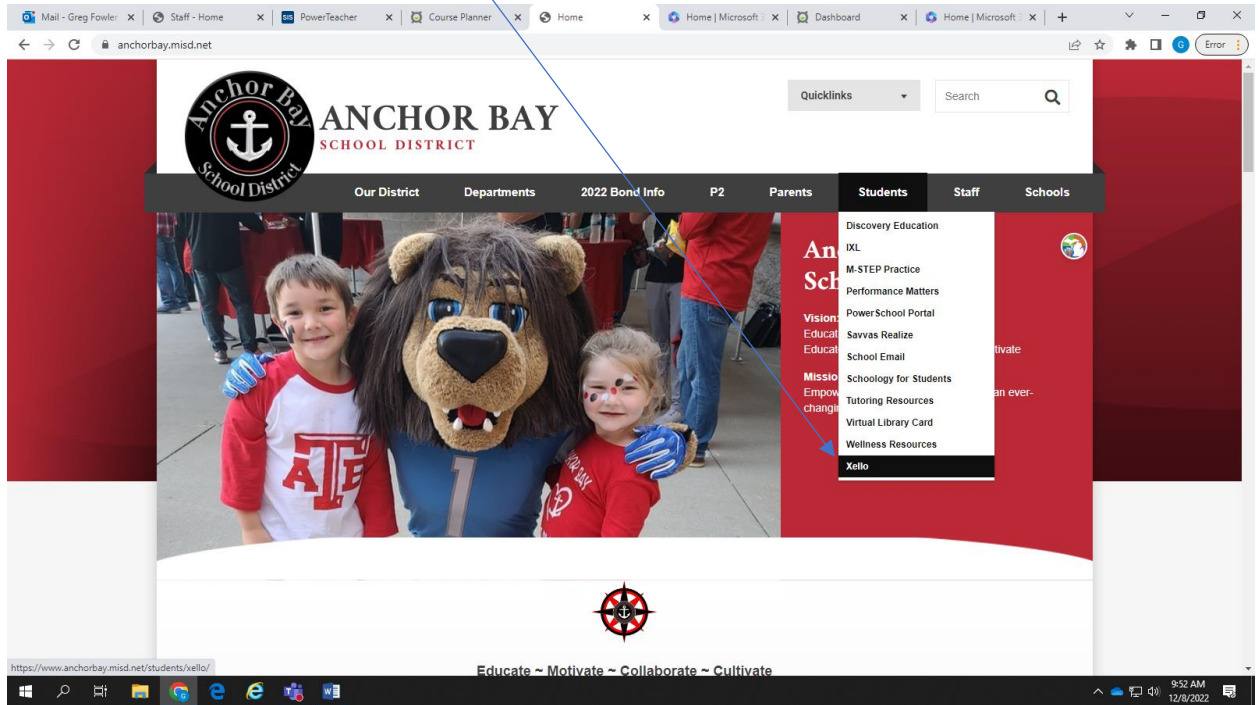
3. Students need to click on "Course Planner" on their Xello homepage:

4. Have students enter their 6.0 credits of requests in Xello in the **Electives Box.**


5. All classes are listed in the Electives Box. Have students put their entire six hour day's worth of classes in the electives box. Students should be 6.0 credits worth of classes in the electives box.

6. All classes are listed in the electives box. Have students click on Add to add a class. If a class is a yearlong class, the second semester of the class automatically is added.

7. Special education classes have an asterisk * in front of them, like so: *ALGEBRA I A
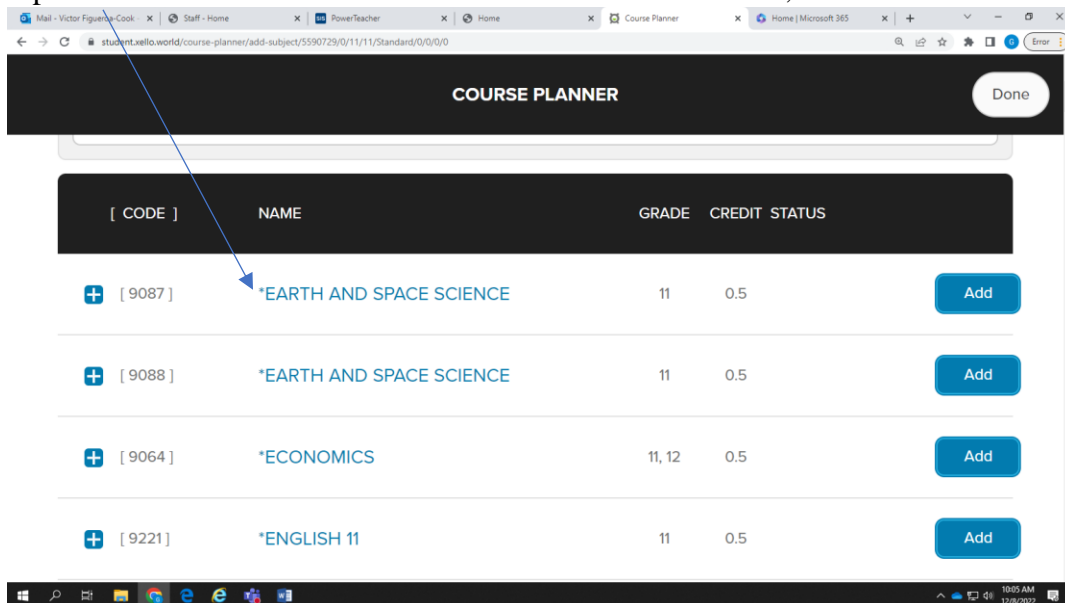
8. Students should click "Done" when 6.0 credits of class are entered from the list.
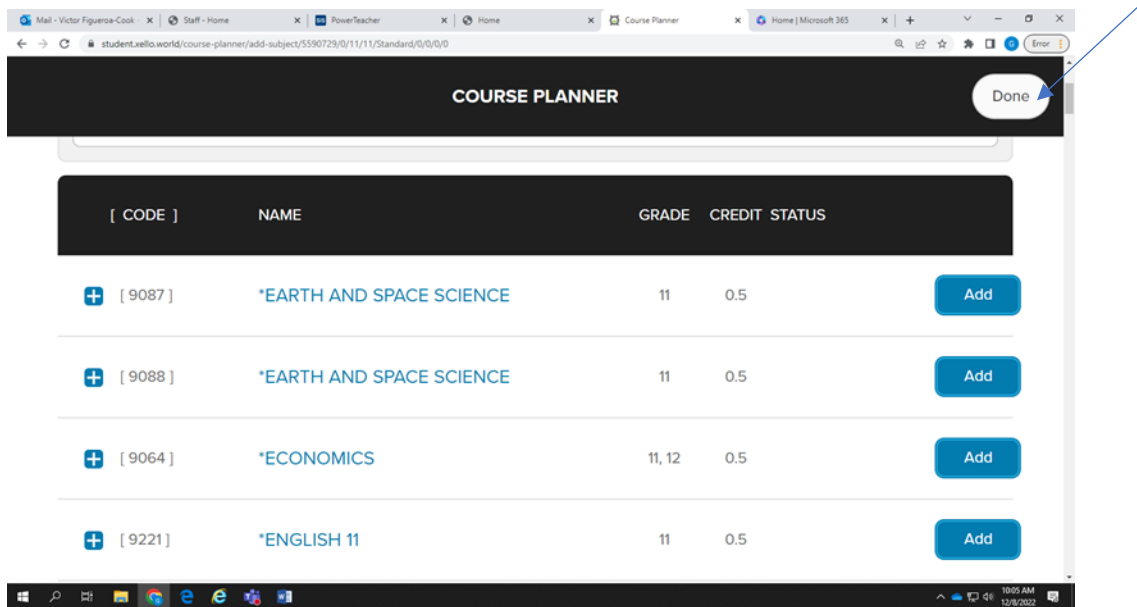
9. Have students enter their alternate choices in the alternate box at the bottom. 9th, 10th and 11th grade should have 2.0 credits of alternates and 12th grade should have 4.0 credits of alternates. These classes are listed as alternates on the student's registration form at the bottom right.
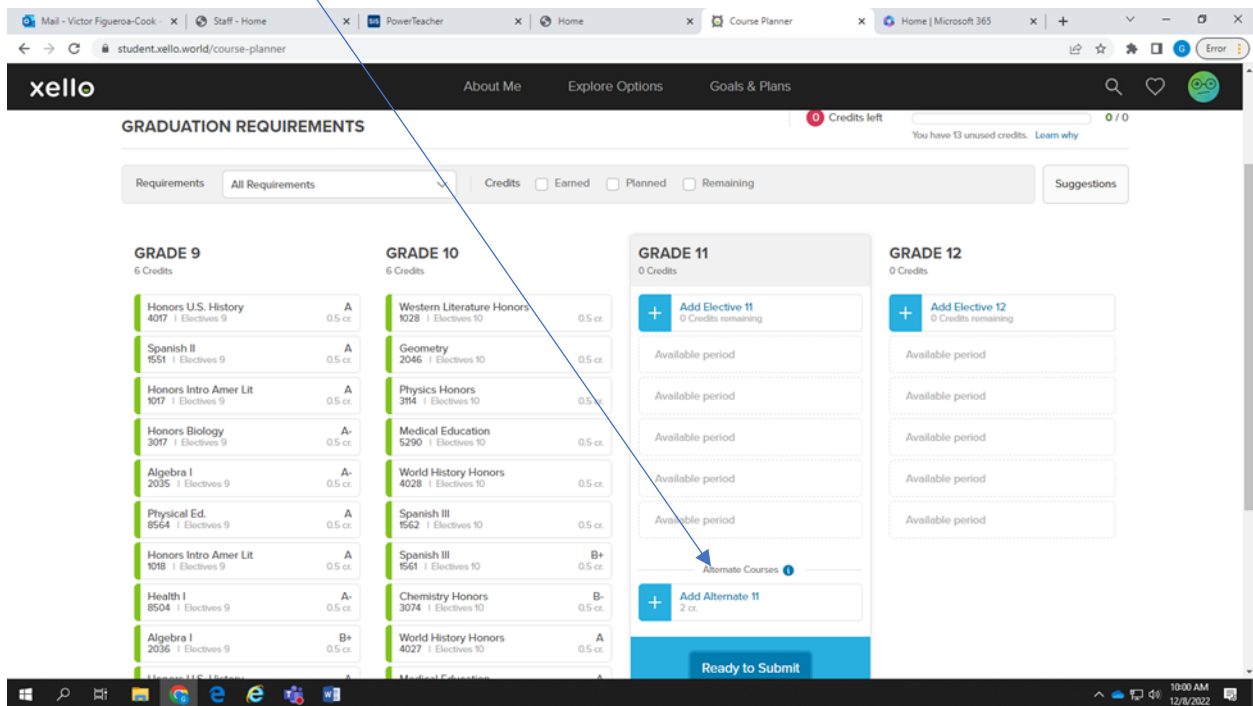
10. When students are done, they can hit Ready to Submit.

11. Counselors will be meeting every student after the holiday break to make sure students did this correctly. Students should ask scheduling questions to counselors at that time.

12. When done entering classes, students should click on Xello to get to the home screen. Student should complete their EDP when finished entering their classes.
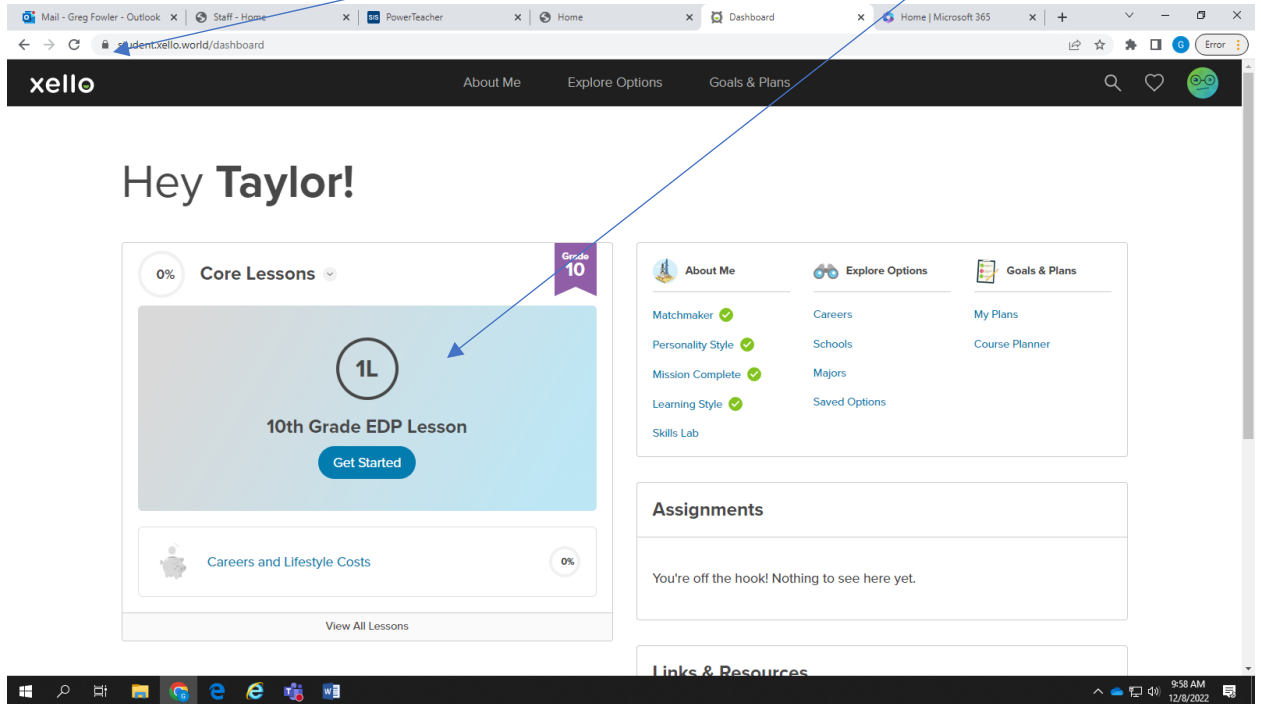
MAKE SURE STUDENTS LOG OUT OF XELLO AND STUDENT EMAIL WHEN DONE!